



FDMS Version 4.13 Release Notes

Release Date: October 1, 2016





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Release Summary

The FDMS 4.13 Release includes enhancements to Document Processing and Reports. Additional enhancements, defects, and technical debt were addressed as part of the release as well. Some of the key release features include:

- Document Processing Editable Right Panel Document Metadata Tabs
 - Docket Tree Phase/Sequence Folder Level
 - o Docket Tree Status, Document Type, Date Received Folder Level
 - o Work Queue
- Reports
 - o Docket Manager Rule Writer Assignment Report
 - Document Status Report
 - Open vs Closed Document Report

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Document Processing – Editable Right Panel Document Metadata Tabs

Docket Tree Phase/Sequence Folder Level

When a Phase/Sequence folder is selected in the Docket Tree, the list of documents is displayed in the right panel data grid. When a single document is selected, the Document Management tabs are available for processing in the right panel.

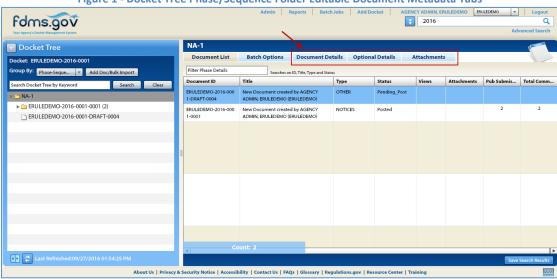


Figure 1 - Docket Tree Phase/Sequence Folder Editable Document Metadata Tabs

Docket Tree Status, Document Type, and Date Received Folder Level

When the Status, Document Type, and Date Received folders are selected in the Docket Tree, the list of documents is displayed in the right panel data grid. When a single document is selected, the Document Management tabs are available for processing in the right panel.

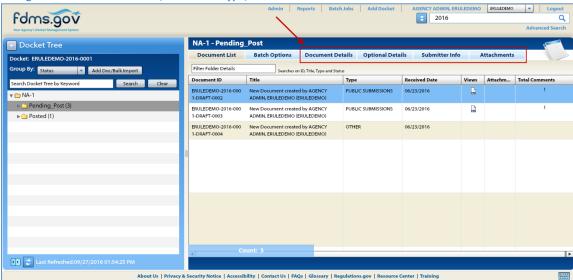


Figure 2 - Docket Tree Status, Document Type, and Date Received Folders Editable Document Metadata Tabs

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Work Queue

When a single document is selected, the Document Management tabs are available for processing in the right panel.

fdms.gov a 2016 Work Oueue ← Work Queue Filter: OFF Docket Document hows counts of current document ent assignments from all Dockets. ERULEDEMO-2016-0

P 002-DRAFT-0181 SUPPORTING & RELATED MATERIALS mmended that you limit the number of re-assignments to no more than 50 at a time User or Group Name My Dockets All Dockets ERULEDEMO-2016-0 Comment from ...
002-DRAFT-0003 PUBLIC SUBMISSIONS Select User ERULEDEMO-2016-0 Comment from ...
002-DRAFT-0004 ERULEDEMO-2016-0 Comment from . 002-DRAFT-0005 ERULEDEMO-2016-0 Comment from ...
002-DRAFT-0006 ERULEDEMO-2016-0 COUNT: 180 of 18 PUBLIC

Figure 3 - Work Queue Editable Document Metadata Tabs

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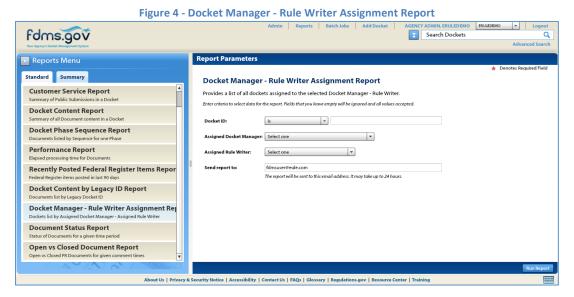
Reports

Docket Manager – Rule Writer Assignment Report

Provides a list of all Dockets assigned to the selected Docket Manager and/or Rule Writer. The following input fields are available but not required:

- Docket ID
- Assigned Docket Manager
- Assigned Rule Writer

The email address for report delivery is defaulted to the email address in the user profile for the current account. The email address for report delivery can be changed to any valid email address.



The report is sent to the email address specified with an attached z1p file that contains a CSV file with report output. For detailed instructions on saving and opening this report, please access the Quick Reference Guide included in the Training Resources tab titled *FDMS Tip Sheet – How to Unzip a z1p file*.

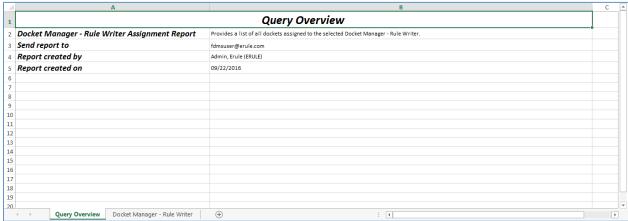
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The CSV output file contains two tabs:

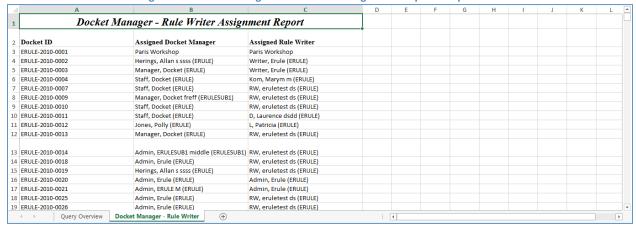
- Query Overview tab
 - Includes the criteria entered by the user along with the name of the FDMS user who requested the report and the date the report was created.

Figure 5 - Docket Manager - Rule Writer Assignment Report Query Overview Tab



- Docket Manager Rule Writer tab
 - Includes the output fields:
 - Docket ID
 - Assigned Docket Manager
 - Assigned Rule Writer

Figure 6 - Docket Manager - Rule Writer Assignment Report Output Tab



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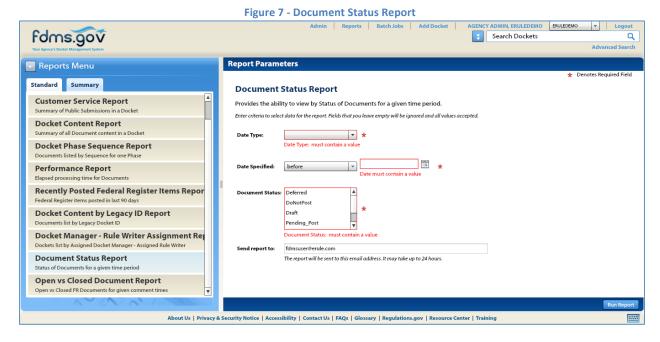


Document Status Report

Provides the ability to view by Status of Documents for a given time period. The following input fields are available and required:

- Date Type
- Date Specified
- Document Status

The email address for report delivery is defaulted to the email address in the user profile for the current account. The email address for report delivery can be changed to any valid email address.



The report is sent to the email address specified with an attached z1p file that contains a CSV file with report output. For detailed instructions on saving and opening this report, please access the Quick Reference Guide included in the Training Resources tab titled *FDMS Tip Sheet – How to Unzip a z1p file*.

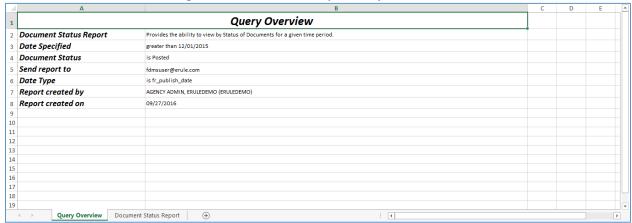
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The CSV output file contains two tabs:

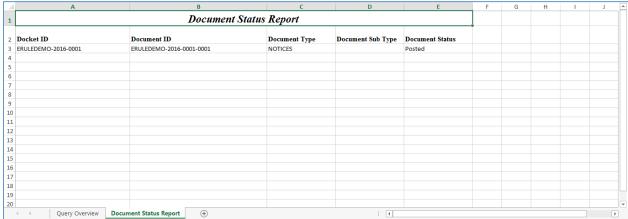
- Query Overview tab
 - Includes the criteria entered by the user along with the name of the FDMS user who requested the report and the date the report was created.

Figure 8 - Document Status Report Query Overview Tab



- Document Status Report tab
 - Includes the output fields:
 - Docket ID
 - Document ID
 - Document Type
 - Document Sub Type
 - Document Status

Figure 9 - Document Status Report Output Tab



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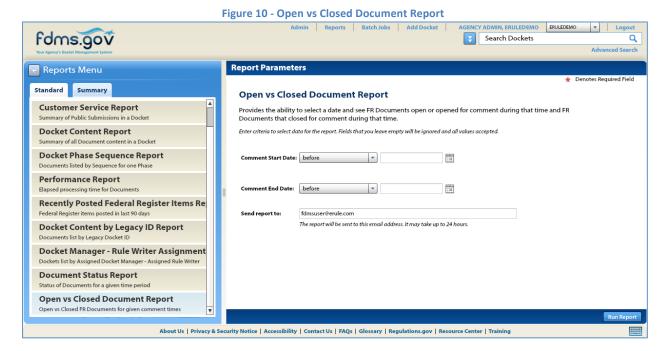


Open vs Closed Document Report

Provides the ability to select a date and see FR Documents open or opened for comment during that time and FR Documents that closed for comment during that time. The following input fields are available and not required:

- Comment Start Date
- Comment End Date
- Agency configured fields
 - Generic Field
 - o Program Field
 - Accept Late Comments

The email address for report delivery is defaulted to the email address in the user profile for the current account. The email address for report delivery can be changed to any valid email address.



The report is sent to the email address specified with an attached z1p file that contains a CSV file with report output. For detailed instructions on saving and opening this report, please access the Quick Reference Guide included in the Training Resources tab titled *FDMS Tip Sheet – How to Unzip a z1p file.*

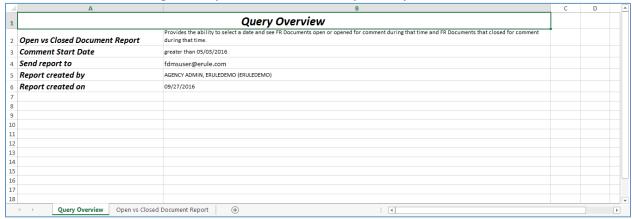
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The CSV output file contains two tabs:

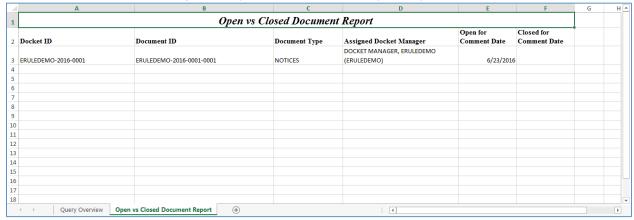
- Query Overview tab
 - Includes the criteria entered by the user along with the name of the FDMS user who requested the report and the date the report was created.

Figure 11 - Open vs Closed Document Report Query Overview Tab



- Open vs Closed Document Report tab
 - Includes the output fields:
 - Docket ID
 - Document ID
 - Document Type
 - Assigned Docket Manager
 - Open for Comment Date
 - Closed for Comment Date

Figure 12 - Open vs Closed Document Report Output Tab



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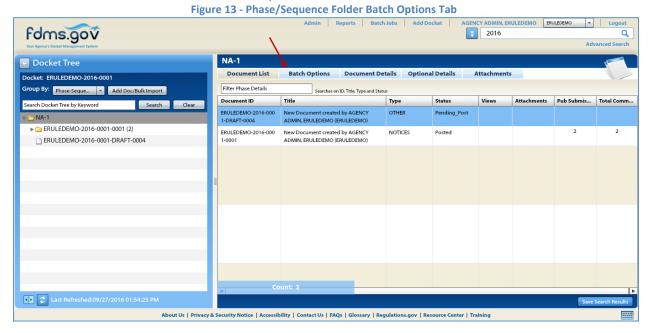
Additional Enhancements

Accessibility

• The colors used in the Report spreadsheets generated through FDMS are now black and white to meet color contrast and accessibility standards.

Batch Processing

• The *Batch Options* tab is now included in the Phase/Sequence Folder view. The tab is enabled regardless of whether any Documents are selected and will display the number of selected Documents at the top of the tab.



Document Details

• When a user changes the Document Type from Other to Public Submission, the content file becomes an attachment. The Page Count from the Other Document is inherited by that Attachment and calculated in the Public Submission page count.

Footer

Question regarding file size for FDMS uploads added to the FAQ page.

Global Text Update

• All references to "FDMS 4" are updated to read "FDMS" since the FDMS 3 application was decommissioned on October 1, 2016.

Login Page

The Rules of Behavior text has been updated.

Self-Registration

- Data validation added after the submit button is clicked to ensure the User ID meets the minimum security requirements listed below:
 - 8-30 characters in length



 Characters can include lowercase letters a-z, the numbers 0-9, and an underscore.

System Generated Emails

• The Help Desk receives a copy of system generated user emails so the emails can be forwarded to the user if there is an issue with receipt from the initial request.

Defects Addressed

Document Details

• After updating the Document Page Count and then the Attachment Page Count for a Document with exactly 1 attachment, the Page Count Sum was not updating correctly.

Technical Debt

Batch/Report Engine

• The libraries used to write programs for Reports and Save Search Results were upgraded.

Known Issues

None Noted

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